

DD/A 80-1527/1

26 June 1980

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Logistics
Director of Medical Services
Director of Security
Director of Training
Chief, Information Services Staff, DDA

25X1 FROM:
Chief, Management Staff, DDA

SUBJECT: Proposed EXCOM Agenda Items for FY 1981

REFERENCE: Memorandum to Executive Committee Members from DDCI,
dtd 23 June 1980, Subject: Evaluation of the
Executive Committee

1. As indicated in the above reference, the DDCI is asking EXCOM principals to evaluate the performance and accomplishments of the Executive Committee in FY 1980. Question 6 of the evaluation questionnaire asks each principal for assistance in formulating a proposed agenda for next year. Don has asked me to solicit your suggestions. In making your proposal no subject or issue should necessarily be excluded from your consideration.

25X1 2. We will need your input for Don's response by noon Monday, 7 July. I apologize for short deadline. Please call if I can answer any questions.

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DRAFT/[] 7/7/80

MEMORANDUM FOR: Chief, Management Staff, DDA

FROM: James H. McDonald
Director of Logistics

SUBJECT: EXCOM Agenda Items for FY 1981

REFERENCE: Memo for D/L fm C/MS/DDA, dtd 26 Jun 80,
same subj. (OL 0 2957)

Attached per your request are Office of Logistics items
for possible consideration by the EXCOM during FY 1981.

James H. McDonald

7 July 80
Not sent per Don -

EXCOM Agenda Items

1. SPACE

The Executive Committee was briefed on 9 May 1980 concerning our continuing space problem. Several options for new construction were presented and a request was made for seven additional positions, and approximately \$1.5 million to fund a professional architectural and engineering study.

Action Required

(a) Provide approval for additional staff to accomplish primary planning,

(b) \$1.5 million to complete architectural and engineering studies.

2. Energy and Inflation

The Agency is being directed to curtail/reduce all aspects of energy consumption by the White House, GSA and DOE. The Federal Register, Vol. 45, No. 128, Part VII, dated 1 July 1980 provides Guidelines for Energy Management. In order to meet the growing requirement for reports, status, etc., OL is going to have to maintain an increasing amount of data. DOE now wants each Federal Agency to develop a ten-year energy plan for submission by 1 January 1981. We are just beginning to develop the necessary data for a very limited effort to monitor our energy usage and we have reached the point where at least two additional positions are required to meet all the reporting requirements levied upon us.

The other ^{side} ~~is~~ of the coin is that while we have been successful in meeting our conservation objectives to date, the dual effects of energy constraints and inflation are beginning to affect our ability to meet Agency objectives.

For example, our transportation activity has felt both edges of the sword and have reached a point where they are unable to conserve additional fuel without restricting transportation services. In addition, the Single Transportation Allotment (STA) currently has an FY 80 shortfall of \$536,000, primarily due to the cost of energy.

Action Required

(a) Authorize two additional positions for OL to maintain energy data, to prepare ^{necessary} ~~missing~~ reports, and to implement a system to control energy consumption.

(b) Consider requiring users of transportation services to justify those priorities which restrict the ability to consolidate trips; or use cheaper modes of transportation

(c) Fund the STA at a level which recognizes the impact of inflation and rising energy costs.

3. Maintenance of Agency Buildings

The majority of maintenance costs for the upkeep of Agency buildings are supposed to be funded by the General Services Administration (GSA). Their funds are made available through the Standard Level User Charge (SLUC) which federal agencies pay to GSA in the form of rent. Historically, GSA has always suffered from insufficient funds and as a result, building maintenance has gone steadily downhill.

Action Required:

Support action to obtain necessary funding to maintain Agency buildings outside of the formal GSA structure.

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Approved For Release 2003/06/26 : CIA-RDP85-00988R000500050023-8

Approved For Release 2003/06/26 : CIA-RDP85-00988R000500050023-8